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ABSTRACT

This packet consists of eight learning activities related to employability skills for the middle school level. It contains several seasonal ideas intended for use throughout the year at the appropriate time. The activities include completing a schedule with activities and responsibilities for a one-month period; preparing for an interview; making business cards; interviewing a parent/guardian and comparing their job responsibilities and rewards with those of a student; developing homework skills; group strategy worksheet for use with a teacher-assigned group project; project planning and time management activity; and employability skills worksheet. (YLB)

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ED 449 325

Ohio's Career Development Program

Issue 4
1999-2000
Middle Grades
Employability Skills

The 1999-2000 packets were selected from the previous packets developed in the last 10 years. A variety of authors (all classroom teachers) have contributed to these packets.

This issue contains several seasonal ideas for use throughout the year. Save these activity pages to use at the appropriate time.

New art for this month's packet was done by Annie King, Ohio Hi-Point Career Development Program.

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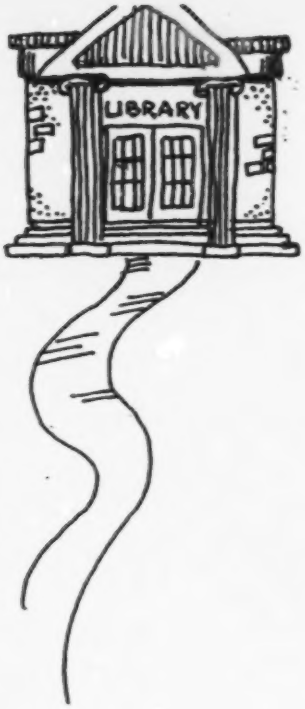
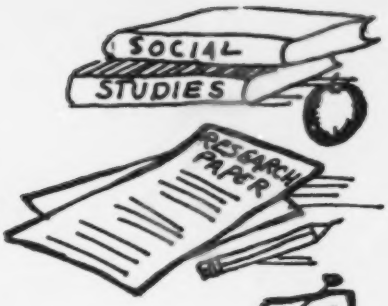
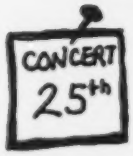




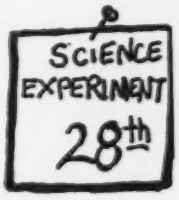
Coming or Going?

Student Worksheet

You have a very busy month. So in order to remember all your activities you must fill in your schedule with the following activities and responsibilities. Be sure to mark your calendar.

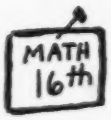


1. Your social studies teacher wants a research paper. It is due on the 23rd.
2. Set up three visits to the library for research work.
3. After your three visits, set time to write your paper. It will take you two evenings to write your paper.
4. The next field trip is scheduled for the 9th and you need to bring a permission slip in to your science teacher by the 6th.
5. Make a sack lunch for the field trip.
6. Math homework - problems 1-50 on page 195 is due on the 16th. Don't forget to make time for doing the homework. It will require 2 evenings to complete all the problems.
7. Choral concert practice: the 19th and the 21st - 6:00 p.m.
8. Choral concert; the 25th - 1:00 p.m.
9. Your science experiment is scheduled for the 28th. Plan an evening to prepare for it.



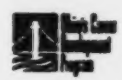
4+4=?

X+Y=723



"Coming or Going?"

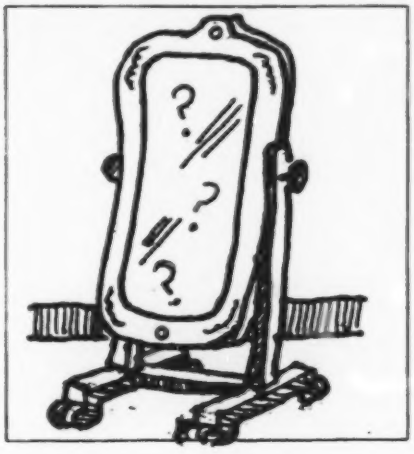
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		



Preparing for an Interview

An interview is necessary for most employment. You will want to present yourself in the best possible way for the interview so you have the best chance of getting the job.

Answer the following questions about yourself.



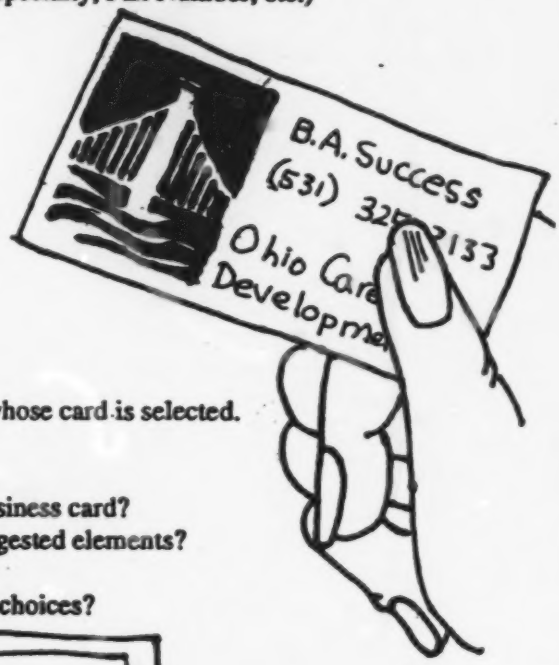
- What do you like most about yourself?
- What do you like least about yourself?
- What do your friends say is your best quality?
- What tasks do you like to do the most?
- What tasks do you dislike the most?

	Yes	No
I like to work with people.		
I seldom miss school.		
I am always on time.		
I finish what I start.		
People like to work with me.		
I am a happy person.		
I like to work with children.		
I like to work alone..		
I am a night person.		
I am an honest person.		
I listen and understand directions easily.		
I am a leader.		
I do volunteer work.		
I get along well with people in authority.		

Evaluate your answers and list the ways you can improve.
List your good points. What kind of career will let you do what you enjoy and what you do well?

I. **Introduction**
- Discuss the purpose of business cards and who uses them.
- Show or collect some examples.
- Have students collect samples, possibly from their parents.

II. **Create your own business card**
- Choose a future career.
- Review elements of a business card. (Name, Address, Phone Number, Type of Business, Original Graphic, Slogan, Hours of Business, Areas of Specialty, Fax Number, etc.)
- Sketch a rough draft.
- Proofread and revise.
- Redraw final card.
  1. Older students might use regular 2'x3 1/2" card.
  2. Younger students may choose to use index cards.



III. **Closing**

Make a bulletin board display of finished cards.
Have students create a second card or copy.
1. Place these in a box or bowl.
2. Have a weekly drawing or daily drawing.
3. Give a prize or special privilege to the person whose card is selected.

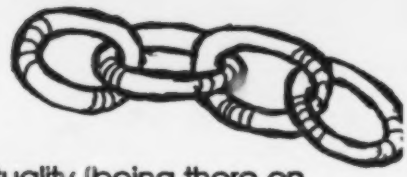
IV. **Evaluat...**

Can the students list at least three purposes of a business card?
Did the students' cards have at least five of the suggested elements?
Was the display noticeable and attention-getting?
Did the students expand their knowledge of career choices?

Art
Any Subject

Career Information
Future Trends

CAREER LINKS

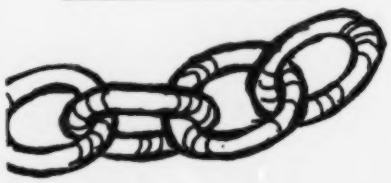


Your responsibilities as a student include attendance, punctuality (being there on time) and assignment completion. Your parents/guardians have similar responsibilities in their career, too. Use this activity to talk to your parents/guardians to learn how your jobs are similar and complete this interview form. Parent/guardians who are homemakers can use this activity as well.

What are the expectations of your school?	What are the expectations of your employer?
Attendance _____	Attendance _____
Punctuality _____	Punctuality _____
Assignment Completion _____	Assignment Completion _____
Others You Thought About _____	Others You Thought About _____

List some rewards for fulfilling your job responsibilities.

Students	Parent/Guardian
1.	1.
2.	2.
3.	3.



What could happen if you did not fulfill your job responsibilities?

Students	Parent/Guardian
1.	1.
2.	2.
3.	3.

How are these rewards/consequences similar?

Brainstorm 3 workers/people you rely on during a typical day (before,during and after work).

Students	Parent/Guardian
1.	1.
2.	2.
3.	3.

Brainstorm 3 workers/people who rely on you to be at work and ready to work each day.

Students	Parent/Guardian
1.	1.
2.	2.
3.	3.

Student: List 3 reasons why your parent's/guardian's job is important.

1.
2.
3.

Parent/Guardian: List 3 reasons why your child's job as a student is important.

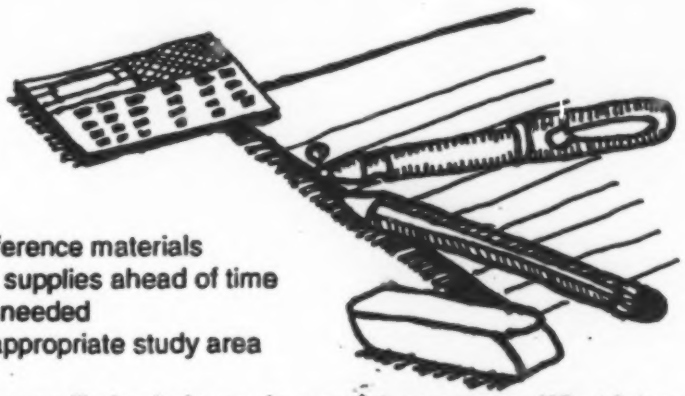
1.
2.
3.

Homework Skills

Completing homework is an essential tool to success in school. In the spaces below, check the "job" skills that you use in completing your homework assignments.

Completed the assignment:

- ☐ neatly
- ☐ accurately
- ☐ by following directions
- ☐ on my own
- ☐ on time
- ☐ by using appropriate reference materials
- ☐ by gathering necessary supplies ahead of time
- ☐ by utilizing creativity as needed
- ☐ by concentrating in an appropriate study area



The job skills that you gain in school now will also help you in your future career. What future career(s) sound appealing to you right now?

_____ _____ _____

List the homework skills that will also help you to be successful at your future career. Explain why each would be important.

Skill	Career	Why it's important

Any Curriculum Area

Employability Skills

GROUP STRATEGY WORKSHEET

Names of group members:

1. What are we doing? Write a <u>one sentence</u> summary of the purpose of the assignment as explained by the teacher.

2. List and identify the <u>criteria</u> for the project as described by the teacher.

3. On separate paper, brainstorm all the ways your group could complete the task.

4. Narrow your choices to the ones you feel are best and write them here:

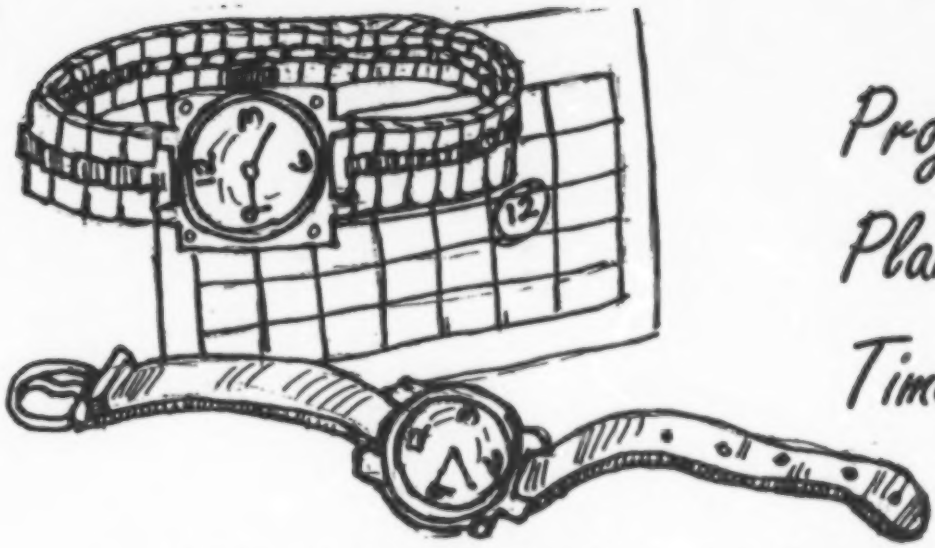
Choice	Who will do this?	When will it be completed?

5. Quality Control Review: Check your finished product against the purpose statement.

   a. Did you complete the project as assigned?
   b. Were all criteria met?
   c. Did all members contribute?
   d. Was the timeline realistic?
   e. Did you select reasonable methods to achieve the task?

6. Describe what your group liked best about the project.

7. If your groups would start this project again, what would you do differently? Explain:



Project Planning: Time Management

1. Label the calendar on the next page with the name of the month(s) and the dates of the month(s).

2. Mark the date the project was assigned and the date it is due.

3. Put X's in the squares to indicate those days you will be unable to work on this project because of special events such as family events, sports events, drama and music rehearsals or performances.

4. Calculate the number of days you have to complete the project.

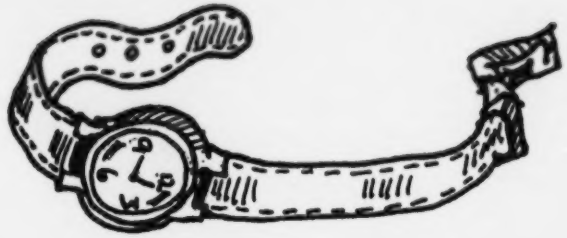
5. List the tasks necessary to complete the project. You will want to

   - COLLECT Materials and books to assist you,
   - INSPECT Materials to determine what is useful
   - REJECT Those tools or materials which are not useful,
   - SELECT Those ideas or materials you will use,
   - DIRECT Your efforts to planning, drafting or creating,
   - CONNECT With people who will help you
   - REFLECT On your work and
   - CORRECT Any errors so that you can
   - PERFECT Your
   - PROJECT Before the DUE DATE. Enjoy the
   - RESPECT You will receive from your peers for a job well done!

6. Predict the amount of time you will need for each step.

7. Mark each date with a project goal.
   Write in pencil; you will probably need to change target dates as you MOVE AHEAD or FALL BEHIND.

MONTH/YEAR



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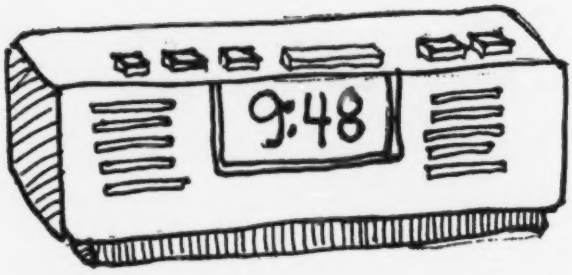
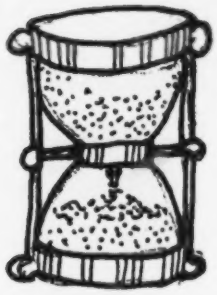




8. After you have completed your project, calculate the percentage of time you spent on each task.

Tasks	Time Required	Percentages

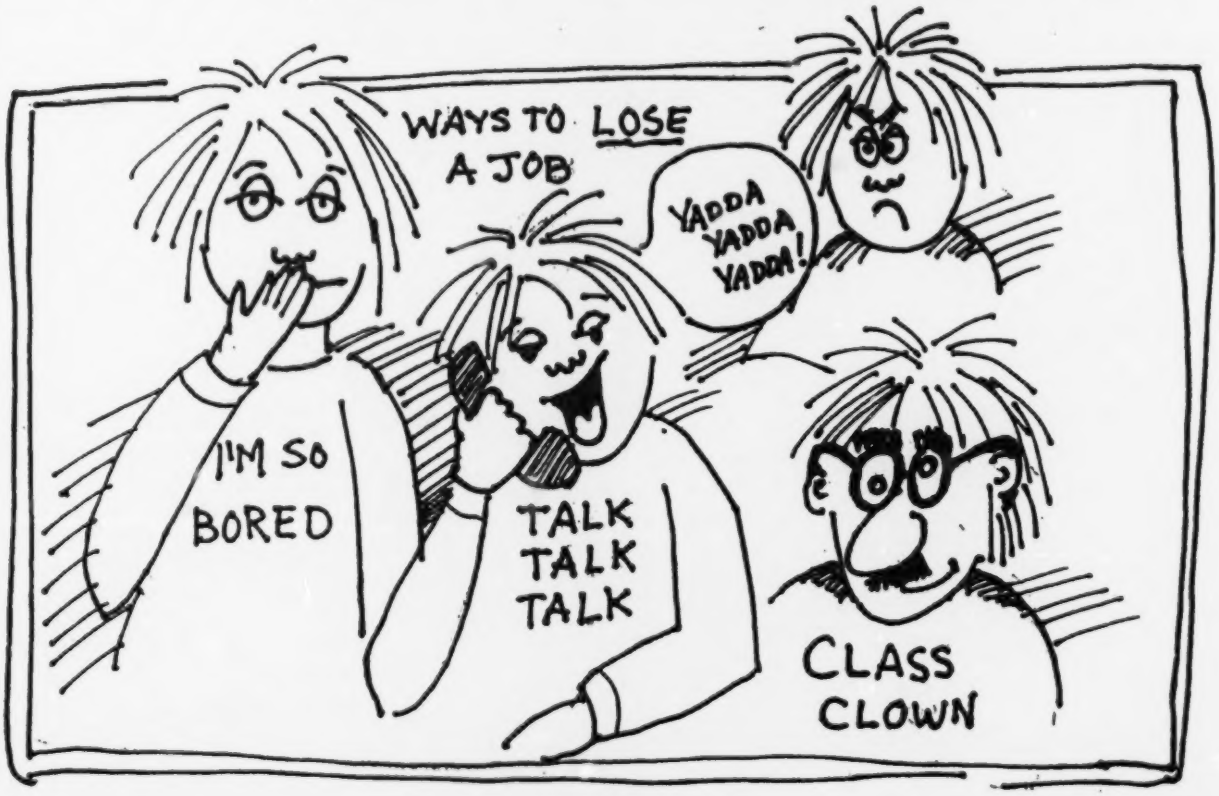
EMPLOYABILITY SKILLS

Employers report that the reason employees are dismissed is not their lack of advanced skills, but that they have problems with one or more of the following

a. works well with others
b. uses time wisely
c. on time/good attendance
d. follows directions
e. respects property of others
f. responsible

We know that the habits started in school continue throughout our lives. Remembering that, place the letters of the skills that the following habits break, on the correct line.

1. ____carves name in table
2. ____complains about the teacher/boss
3. ____projects are not done on time
4. ____talks on phone at work
5. ____first to go to lunch/break and last to return
6. ____completes forms without reading directions
7. ____argues; ends up working alone
8. ____doesn't read school/work handbook
9. ____out late at night - sleeps in
10. ____doesn't put tools/equipment back



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